	<b>PROCEDURE</b>	<b>Koeberg Operating Unit</b>
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**Title:** Fitness for Duty Process for staff who are required to Perform Work at the Nuclear Operating Unit

**Unique Identifier:** 335-68

**Alternative Reference Number:** None

**Area of Applicability:** U


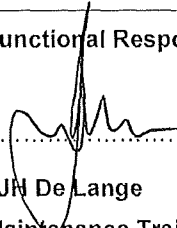
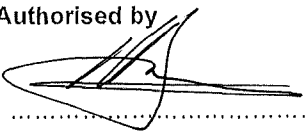
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## **1. INTRODUCTION**

This document provides an overview of the minimum fitness for duty (FFD) requirements derived from applicable legislation, regulations, nuclear licensing requirements, world best practices, and Eskom requirements that are applicable to the operator of a nuclear power plant.

The objective of a FFD programme is to provide reasonable assurance that employees employed at the Nuclear Operating Unit (NOU) on and off site will perform their tasks in a reliable and trustworthy manner and are not under the influence of any substance or suffer from any health impairment which in any way adversely affects their ability to safely and competently perform their duties.

The FFD programme also gives reasonable assurance that employees have been trained/made aware of health and safety hazards and their technical competence/awareness has been assessed.

The requirements are commonly referred to as the “fitness for duty process” and describe the activities that must be met before a person is allowed to perform work on the Koeberg site.

## **2. SCOPE**

### **2.1 PURPOSE**

The purpose of this document is to specify the FFD requirements for the entire Nuclear Operating Unit. The FFD process has been designed to only allow employees to perform work if they:

- Have valid identification documentation.
- Have been declared free of illicit drugs and alcohol.
- Have been declared physically able and free of any medical condition that could impair their ability to perform the work they have been appointed or contracted for.
- Have permission to perform work in South Africa (non-South African citizens).
- Have completed the security background verification process.
- Have the knowledge and skills required for the assigned tasks.
- Have received the minimum site/plant access training required to work on site/plant.
- Have been declared competent to perform the work they have been appointed or contracted for.
- Have received the specific training required for the work and work environment that they will be required to perform.
- Have obtained an understanding of how the work that they will be performing contributes to nuclear safety and station reliability.
- Have an understanding of their roles and responsibilities specific to the task that they are going to perform.

### **2.2 APPLICABILITY**

The FFD requirements addressed in this document is applicable to Eskom and contracted employees who are required to perform work at the NOU on and off site.

This standard is not applicable to visitors. Visitors may not perform work. Access for visitors is described in KAA-777.

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### 3. DEFINITIONS AND ABBREVIATIONS

#### 3.1 DEFINITIONS

Definition	Explanation
<b>Applicant</b>	A person who is not yet authorised to perform work at the NOU on or off site, or of whom the validity of previously completed training and medical fitness for duty assessment has expired.
<b>Contract Employee</b>	A person whose services are provided under contract to Eskom, including supplemental personnel.
<b>Contract Manager</b>	<p>The person representing Eskom that was formally delegated to manage a contract for work to be performed at the NOU.</p> <p>Contract Manager may also mean, for each contract under the NEC:</p> <ul style="list-style-type: none"> <li>• Engineering and Construction Contract (ECC) – The Project Manager</li> <li>• Engineering and Construction Short Contract (ECSC) – The Employer</li> <li>• Term Services Contract (TSC) – The Service Manager</li> <li>• Term Services Short Contract TSSC – The Employer’s Agent</li> <li>• Professional Services Contract (PSC) – The Employer’s Agent</li> <li>• Supply Contract (SC) – The Supply Manager</li> <li>• Supply Short Contract SSC – The Purchaser</li> </ul>
<b>Criminal Record</b>	<p>A criminal record refers to a crime(s) that a person has been found guilty of, either through a criminal trial or the payment of admission of guilt.</p> <p>Examples of sentences imposed by a competent court:</p> <ul style="list-style-type: none"> <li>• Imposed an admission of guilt fine (J 534)</li> <li>• Imposed a fine or imprisonment</li> <li>• Imposed a fine or imprisonment suspended for a specific time</li> <li>• Imposed a warning</li> <li>• Imposed imprisonment</li> </ul> <p>During the investigation process, fingerprints will have been taken for record purposes and for the establishment of an existing criminal record.</p>
<b>Contractor</b>	<p>Any company, vendor, consultant or individual with which Eskom has contracted for work or services to be performed on the Koeberg site, either by contract or purchase order.</p> <p>The person/organisation that receives a task order for work to be performed at the NOU.</p> <p>Employer may also mean, for each contract under the NEC:</p> <ul style="list-style-type: none"> <li>• Engineering and Construction Contract (ECC) – The Contractor</li> <li>• Engineering and Construction Short Contract (ECSC) – The Contractor</li> <li>• Term Services Contract (TSC) – The Contractor</li> <li>• Term Services Short Contract (TSSC) – The Contractor</li> <li>• Professional Services Contract (PSC) – The Consultant</li> <li>• Professional Services Short Contract (PSSC) – The Consultant</li> <li>• Supply Contract (SC) – The Supplier</li> <li>• Supply Short Contract (SSC) – The Supplier</li> </ul>
<b>Enrolment</b>	The process whereby the documentation package of a potential contract employee (supplemental staff) is reviewed and fingerprints captured on the FFD system, to allow the individual to progress through the FFD process.

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<b>Definition</b>	<b>Explanation</b>
<b>FFD Site Representative</b>	Person who represents the Contractor or Eskom staff on site.
<b>Fitness For Duty</b>	A process that coordinates all the requirements that an applicant must comply with before work may be performed at the NOU.
<b>Host</b>	Before doing these activities of a host he/she must have passed the FFD requirements. It is a requirement that the host remain in "line of sight" of his/her visitor at all times whilst the person is inside the PA.
<b>Limited Access Area</b>	The area inside the ACP-1 barrier and includes the entire intake basin area
<b>Limited Work Scope</b>	Refers to a category of worker who may not: <ul style="list-style-type: none"> <li>• Perform work where any FFD training is a pre-requisite for work that they are required to perform</li> <li>• Perform any maintenance, project or construction work</li> <li>• Operate any equipment</li> <li>• Use any tools</li> <li>• Be radiation workers</li> <li>• Enter areas when training is a pre-requisite for entry</li> <li>• Require a technical skills assessment</li> </ul>
<b>Medical Assessment</b>	A medical assessment of a person, by competent medical staff or doctor to assess the person's health and fitness for the work that must be done based on physical examination and medical screening which may include specific tests to detect health issues that may affect a worker's ability to perform their work provided by OHP on individual.
<b>Medical Evaluation</b>	Medical appraisal of an employee's health which is performed by an OHP to determine medical fitness for duty.
<b>Owner Controlled Area</b>	The total area owned by Eskom Holdings SOC Ltd at the NOU. This area includes the LAA and PA.
<b>Plant Induction Training</b>	Training given to applicants that will perform work in the protected area, to inform them of the power station layout, emergency plan, security arrangements, safety rules, etc.
<b>Proof of Address</b>	Proof of address will be any officially printed document reflecting your name and physical residential address not older than 3 months.
<b>Protected Area</b>	The area within the ACP-2 plant security fence.
<b>Registered Occupational Health Practitioner</b>	A person qualified in Occupational Health with current registration with the Health Professions Council of South Africa, South African Nursing Council or a current registration with respective Medical Council in case of Non-South African trained.
<b>Registration</b>	The process whereby the personal information, access requirements, job specification and training requirements pertaining to a potential contract employee (supplemental staff) is loaded on the FFD system after meeting the minimum requirements for registration.
<b>Site</b>	The entire area inside the Owner Controlled Area of the NOU. This area includes the LAA and PA.
<b>Site Agent</b>	Individual who represents the employer on site and has full authorisation.
<b>Site Induction Training</b>	Training given to applicants, that will perform work outside the protected area, to inform them of the site layout, intake basin (PIT required for access), emergency plan, security arrangements, safety rules, etc.
<b>Supplemental Personnel</b>	Any company, vendor, consultant or individual with whom the Koeberg Operating Unit has contracted for work or service to be performed inside the Owner-controlled area of the Koeberg Operating Unit, either by contract, purchase order or agreement with other Eskom units.

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Definition	Explanation
<b>Unlimited Work Scope</b>	Refers to a category of work where a person is not restricted/limited to perform the work that he/she is qualified and trained to perform.
<b>Work</b>	<p><b>Occupational Health and Safety Act 85 of 1983</b>  <i>“work” means work as an employee or as a self-employed person, and for such purpose an employee is deemed to be at work during the time that he is in the course of his employment, and a self-employed person is deemed to be at work during such time as he devotes to work as a self-employed person;</i></p> <p><b>Immigration Amendment Act 19 of 2004</b>  <i>“Work” includes;</i></p> <p>(a) <i>conducting any activity normally associated with the running of a specific business; or</i></p> <p>(b) <i>being employed or conducting activities consistent with being employed or conducting activities consistent with the profession of the person, without remuneration or reward, within the Republic.</i></p>

### 3.2 ABBREVIATIONS

Abbreviation	Explanation
<b>ACP-1</b>	Access Control Point 1
<b>ACP-2</b>	Access Control Point 2
<b>CM</b>	Contract Manager
<b>CV</b>	Curriculum Vitae
<b>FFD</b>	Fitness for Duty
<b>FME</b>	Foreign Material Exclusion
<b>HP</b>	Human Performance
<b>IAEA</b>	International Atomic Energy Agency
<b>NOU</b>	Nuclear Operating Unit
<b>LAA</b>	Limited Access Area
<b>NSRB</b>	Nuclear Safety Review Board
<b>OCA</b>	Owner Controlled Area
<b>OHP</b>	Occupational Health Practitioner
<b>OHS</b>	Occupational Health Services
<b>PA</b>	Protected Area
<b>PIT</b>	Plant Induction Training
<b>SIT</b>	Site Induction Training
<b>WANO</b>	World Association of Nuclear Operators

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## **4. REFERENCES**

### **4.1 NORMATIVE REFERENCES**

- [1] 32-37: Management of Substance Abuse in the Workplace
- [2] 32-83: Nuclear Policy
- [3] 32-85: Information Security Policy
- [4] 238-14: Security Requirements for Nuclear Power Stations
- [5] 240-58314417: Occupational Health Services Person Job Specification
- [6] 335-2: Koeberg Nuclear Power Station Management Manual
- [7] 335-67: Fitness for Duty Requirements for the Koeberg Site
- [8] Immigration Amendment Act, no 19 of 2004
- [9] Communication Brief No.17/2010: Access to Koeberg – Foreigners
- [10] KAA-500: The Process for Controlled Documents
- [11] KAA-774: Security Integrity Screening
- [12] KAA-777: Process for Access to Koeberg Nuclear Power Station
- [13] KGA-075: Guidelines for the Completion of the Job Specification Form
- [14] KSA-011: The Requirements for Controlled Documents
- [15] KSA-055: Requirements for the Medical and Psychological Surveillance and Control Programme
- [16] KSA-119: Management and Control of Supplemental Workers Koeberg Nuclear Power Station
- [17] KSA-137: Training Requirements and Competence Criteria for Supplemental Personnel Requiring Access to Koeberg
- [18] National Health Act, No 61 of 2003

### **4.2 INFORMATIVE REFERENCES**

- [19] LD-1077: Requirements for Medical and Psychological Surveillance and Control
- [20] National Key Point Act, no 102 of 1980
- [21] Occupational Health and Safety Act no 85 of 1983
- [22] Protection of Information Act, no 84 of 1982

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## **5. GENERAL REQUIREMENTS**

Employees who are required to perform work at the NOU (Eskom and Contractors employees) shall comply with the FFD requirements before work may commence. The Eskom Contract and Line managers are ultimately accountable for ensuring that employees who have been employed/contracted to work at the NOU on or off site comply with the FFD requirements. This is also applicable to those employees performing work for the NOU not residing on Eskom premises and outside the Western Cape.

The requirements may differ depending on the contractual needs and the specific work that employees will be required to perform where Contractors are involved and for Eskom staff when they are employed. Paragraph 5.1 of this document describes the FFD requirements that shall be met by an employer before his/her employees will be registered on the FFD system.

Meeting these requirements is entirely the responsibility of the employer and all activities described in paragraph 5.1 shall be performed offsite at the cost of the Contractor. NOU HR is responsible to ensure that permanent, fixed term employees, bursars and learners are complying via the HR recruitment process.

It is the responsibility of the employer to ensure that his/her employees are registered on the FFD system. The registration step should be facilitated in person by the employer's FFD Site Representative. The FFD Site Representative and the Eskom Contract Manager (CM) will have to specify the actual work scope that the contracted employees will be executing as stipulated in the task order. For Eskom employees this will be done by the Group FFD Site representative.

It is recommended that employers start the recruitment and selection process well in advance of the time that the employees is required to start working at the NOU. It is strongly recommended that employers complete the FFD activities (paragraph 5.1) and register all his/her employees on the FFD system at least three weeks before he/she is due to start work at the NOU. That should leave him/her sufficient time to complete the activities mentioned in paragraph 5.2.

All Eskom training sessions includes an assessment at the end of each session. Applicants that do not pass any awareness training assessments shall not be allowed to continue with the FFD process and shall be required to leave the premises.

All employees contracted to work at Koeberg must be able to conduct themselves in English. They must be able to pass the training and assessment requirements in English.

All external training shall be provided by a service provider that is approved/accepted by the NOU Training Department.

### **5.1 RESPONSIBILITY OF THE EMPLOYER**

#### **5.1.1 Identification**

- a. Proof of identification, completed Appendix A document and proof of address shall be required before an applicant is allowed to register on the FFD system.
- b. Proof of address will be any of the following documents reflecting your name and physical residential address;
  - i) A utility bill, such as water, electricity or rates (less than 3 months old). We may accept a utility bill that is addressed to a post box number if it shows your name, erf/stand number, township and suburb.

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- ii) A bank statement or financial statement from a financial institution that is less than 3 months old.
  - iii) A copy of a signed lease agreement (by both parties) that is less than 1 year old.
  - iv) A municipal rates and taxes invoice that is less than 3 months old.
  - v) A telephone account, i.e. a land-line or cell phone account that is less than 3 months old.
  - vi) Official correspondence from the South African Revenue Services (SARS) that is less than 3 months old.
  - vii) A valid television license document if it shows the respective name.
  - viii) Where the person lives in any type of residence (e.g. hostel/barracks) a letter from the administration department of such residence on an official letterhead.
  - ix) If you don't have any of the above documents, a Sworn Affidavit from the owner of the residence confirming you live with them will be accepted. The Affidavit provided must be signed and stamped by a South African Police Services Commissioner of Oaths and be accompanied by a utility bill in the name of the owner of the residence, as well as a copy of the identity document of the owner of the residence.
- c. The following identification documents are the only documents that shall be accepted as proof of identification:
- i. South African Identification Book (Green I.D) issued by the Department of Home Affairs
  - ii. South African Identification Card issued by the Department of Home Affairs
  - iii. Valid Official Passport
  - iv. Valid Temporary Identification Document issued by the Department of Home Affairs. This document should not be older than 3 months from issuing date.
- d. Persons not in possession of any of the above shall not be considered for employment.
- e. The applicant shall be in possession of the original ID document when he/she arrives on site to enrol for the FFD process.

### **5.1.2 Visa/Work Permits**

- a. Non South African Citizens shall be in possession of the relevant document that allows them to perform work in South Africa.
- b. Eskom will adhere to the requirements of the Immigration Act.
- c. The details of this requirement is explain in the Communication Brief No.17/2010: Access to Koeberg – Foreigners
- d. Persons not in possession of the above shall not be allowed to perform work on site.
- e. The applicant shall be in possession of the original "visa/work permit" when he/she arrives to start the FFD process.
- f. International peers and delegates from the following groups namely, WANO, INPO, IAEA, and NSRB who provide expert advice during their visits do not require section 11.2 work visas as they are not performing any work.

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### **5.1.3 Drug Test**

- a. Employers shall ensure that their employees have been tested for illicit drugs before they are registered on the FFD system. Persons with a positive drug test result shall not be considered for employment.
- b. Persons with a positive drug test shall be barred from site for a period of 24 months.

### **5.1.4 Criminal History**

- a. The criminal history of an applicant shall be assessed before work commences at the NOU.
- b. Persons with a criminal record (done externally by SAPS or a foreign agency) shall not be registered on the FFD system.
- c. South African citizens shall obtain their criminal history reports from the South African Police Service. The report shall not be older than 2 months when the employer's employee is registered on the FFD system.
- d. This service is also available from Koeberg Security as a service to the employers on an exceptional basis and shall be pre-authorized by the Security Manager or delegate. South African applicants shall be required to give his/her consent to Eskom to obtain the relevant information from the South African Police Services.
- e. Employers who need to make use of Koeberg Security services to obtain the criminal history of their employees can only do so after the individual is registered on the FFD system. Employers will not be able to claim any delays to mobilisation as a result of selecting to use this service.
- f. Non South African citizens are required to provide proof of their criminal history. The criminal history report from their country's law enforcement agency or Institute of Nuclear Plant Operators (USA citizens only) shall be dated within 2 months of their entry into South Africa. This criminal history report must not be older than 2 months.
- g. Non South African citizens who have to visit Koeberg to perform work of a short duration (refer 5.1.16) and who have difficulty in obtaining a criminal clearance from their countries, OR work for an organisation where their reliability and trustworthiness have been established, may apply for a criminal history waiver (refer KAA-774). This concession is not available to South African citizens and may only be applied for once in a six (6) month cycle.
- h. The employer's FFD Site Representative shall upload the criminal history (when done externally by SAPS or a foreign agency) on the FFD system, and it shall be verified by Koeberg Security services prior to being allowed to continue with the FFD process.

### **5.1.5 Occupational Health Services (OHS) Person Job Specification Form (240-58314417)**

- a. The responsible manager shall ensure that an Occupational Health Services (OHS) Person Job Specification form is completed for each of his/her employees and all signatures are obtained before bookings on the FFD system may commence.
- b. The OHS Person Job Specification form is completed and approved by the employer/CM using information provided by the FFD Site Representative. This form will identify the critical tasks, the occupational hazards that the employer's employee will be exposed to and the physical attributes that are required for the execution of the tasks.
- c. All applicants shall be in possession of the completed and signed Occupational Health Services Person Job Specification and GA14 form when he/she arrives on site to start the activities described in 5.2.

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### **5.1.6 Health Assessment**

- a. Employers shall ensure that all employees, including Non-South African Citizens, are registered on the FFD system before a health (medical) assessment is performed. The OHS Person Job Specification and the GA14 form will be required by the occupational health practitioner prior to conducting a medical assessment.
- b. All employees shall have an external examination done by an approved OHP and shall be in possession of a hard copy of their medical examination findings and other relevant documents when he/she arrives at the NOU to start the activities described in 5.2.
- c. The health examination report shall not be older than 3 months when the employees arrives at the NOU to start the activities described in 5.2.
- d. Employees that are not declared fit to perform the work specified on the OHS Person Job Specification form shall not be allowed to continue with the FFD process and will be required to leave the NOU and be barred.

### **5.1.7 Curriculum Vitae (CV)**

- a. CVs of employees shall be supplied where this is required by Eskom.
- b. The employees shall be in possession of his/her CV when he/she arrives at the NOU to enrol for the FFD process.

### **5.1.8 Qualifications**

- a. The employer is required to verify the authenticity of the qualifications that is required for the work that is to be performed at the NOU. Eskom retains the right to verify any tertiary qualification that an employee is required to have to work in a specific discipline.
- b. The employer shall ensure that his/her employee has the original (or certified copy) of the qualifications when he/she is registered on the FFD system.
- c. Employees not in possession of the qualifications or the necessary experience required by Eskom shall not be considered for employment (in that particular discipline).
- d. The employee shall be in possession of his/her qualification when he/she arrives at the NOU to enrol for the FFD process.
- e. Employers can apply to use an external accredited FFD provider.
- f. All providers of FFD related training shall first be certified as an approved provider by the relevant Training Manager.

### **5.1.9 Security Permit (KFS-SK-003)**

- a. The employer shall ensure that a security permit and area application form is completed for each employee.
- b. It is important that the form is completed by the CM in conjunction with the employer. The form will identify the security areas that the employee is required to enter for the execution of the tasks.

### **5.1.10 Protection of Information**

- a. All employees shall be required to sign a non-disclosure agreement. This is to ensure that Eskom information that comes to the attention of the individual is protected.

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- b. The employer shall ensure that a non-disclosure agreement is signed by each of the employer's employees before the person is registered on the FFD system. These forms are obtainable from the Koeberg Security Group.
- c. All employees shall be in possession of the signed non-disclosure agreement when he/she arrives at the NOU to enrol for the FFD process.
- d. The employee only has to sign such a declaration once for the duration of his/her stay at the NOU.

#### **5.1.11 Specific Training Requirements**

- a. The scope of each employee's work requirements shall be assessed to determine the training, assessment and authorisation that is required before work may commence.
- b. All Eskom training sessions includes an assessment at the end of each session. Individuals that do not pass any awareness training assessments shall not be allowed to continue with the FFD process and shall be required to leave the premises.
- c. The employer/CM, shall be required to identify the specific training needs of each individual or group of individuals based on the planned work scope and ensure compliance to the training requirements identified for the specific duties before access to the NOU shall be considered.
- d. The employee shall be in possession of the training requirements form (Appendix A of this procedure) and proof of the applicable external certification required when he/she arrives at the NOU to start the activities identified in 5.2.
- e. Awareness training requirements may include but is not limited to:
  - i. Site induction training (provided on site)
  - ii. Plant induction training (provided on site)
  - iii. Human Performance Training
  - iv. Working in confined spaces (external certification required)
  - v. Working at heights (provided on site)
  - vi. Foreign material exclusion (provided on site)
  - vii. Working with asbestos (external certification required)
  - viii. Basic rigging (external certification required)
  - ix. Materials handling (provided on site)
  - x. Supervisor training (provided on site)
  - xi. Group/discipline specific induction (site specific training)
- f. Additional training requirements shall be indicated on Appendix A as per the procedure.

#### **5.1.12 Learner Management System (LMS) training**

- a. The online training registration for staff can be done via the website: <https://kfc-ffd.co.za/>
- b. Click on "Register Now".
- c. Complete the registration page info. (Note: User name cannot be your e-mail)
  - Note: Fields with an asterisk are compulsory fields
  - Learners must select Profile type "Learner"

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- Site Reps must select Profile type “Site REP”
  - Please include your Company name and Site Rep’s name if not Eskom.
- d. You will not be able to log in immediately. Your request is pending approval. An administrator will approve your registration and send you the confirmation e-mail.
  - e. An administrator will send the Site Rep the “Appendix A” document, via the portal messaging system, not email.
  - f. Complete the “Appendix A” document, for each student and return via the portal messaging system, not email.
  - g. Once approved, the Site Rep will receive an email and can then start registering their students.
  - h. Site Reps must register their learners individually on the system.

#### **5.1.13 Technical Assessments**

- a. Employees who are required to perform work of a technical nature at the NOU shall be required to undergo technical assessments and be authorised to perform the work that they have been assessed for.
- b. The employer/CM shall be responsible to indicate the work that his/her employees will be required to perform at the NOU. The specifications of the work shall determine the type of assessment that shall be conducted.

#### **5.1.14 Working with Asbestos**

- a. The employer shall ensure that if his/her employee is required to perform work with asbestos that he/she completes the relevant training at an accredited provider before the work is to commence.
- b. Proof of training completed by an accredited provider shall be provided when the employee arrives at the NOU to start the activities as per 5.2.

#### **5.1.15 Confined Spaces**

- a. The employer shall ensure that if his/her employee is required to perform work in confined spaces that he/she completes the relevant training at an accredited provider before the work is to commence.
- b. Proof of training completed by an accredited provider shall be provided when the employee arrives at the NOU to start the activities as per 5.2.

#### **5.1.16 Basic Rigging**

- a. The employer shall ensure that if his/her employee is required to perform basic rigging activities that he/she completes the relevant training at an accredited provider before the work is to commence.
- b. Proof of training completed by an accredited provider shall be provided when the employee arrives at the NOU to start the activities in 5.2.

#### **5.1.17 Persons who have to perform a Limited Work Scope for a Short Duration**

- a. Persons that have to visit the NOU for a limited work scope of up to **5** days shall not be required to perform any site/plant induction training on condition:
  - i. That they comply with the FFD requirements mentioned in (c) below

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- ii. That no other FFD training requirements has been identified for the work scope that they have to perform
  - iii. That they do not perform any maintenance, project or construction work
  - iv. That they do not operate any equipment
  - v. That they do not use any tools
  - vi. That they are not required to be radiation workers
  - vii. That they do not enter areas when training is a pre-requisite for entry
  - viii. That they do not require a technical skills assessment
- b. Persons in this category shall be required to be under escort for the full duration of the visit and the host, who has successfully completed FFD, will accept the responsibilities for them not completing the NOU induction training.
- c. Persons in this category will not be required to register on the FFD system and shall only have the following requirements:
- i. Identity document to be available.

#### **5.1.18 Registration on the FFD System**

- a. Each employer is required to nominate a person/ employee by completing the nomination letter as per Appendix B that will perform the function of FFD Site Representative. A copy of the letter must be mailed to NOU FFD for record purposes.
- b. FFD Site Representatives are required to successfully complete training on the use of the FFD computerized booking system.
- c. Employees shall be registered on the FFD system by a competent FFD Site Representative that successfully completed training on the FFD system. The CM for the specific contract shall be responsible to facilitate this activity.
- d. Enrolment shall only be performed if the employee is in possession of all the documentation identified in Paragraph 5.1.
- e. The employer shall complete the form attached in Appendix A as confirmation that all the above requirements have been met.
- f. An employee with incomplete documentation shall not be registered on the FFD system.

#### **5.1.19 Fraudulent Documents**

- a. Employees that have presented fraudulent documentation shall be permanently denied access to the NOU.

#### **5.1.20 False Declarations**

- a. Employees that have made false declarations shall be permanently denied access to the NOU.

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## **5.2 FFD ACTIVITIES TO BE PERFORMED BY ESKOM AT THE NOU**

### **5.2.1 Enrolment on the FFD System**

- a. The employer/CM shall be responsible to ensure that the HR process is completed as per the requirements of the company before any applicant is enrolled on the NOU FFD system in order to ensure the applicant has been screened successfully.
- b. An employee shall be enrolled on the NOU FFD system by the Koeberg Security (FFD) Group when they arrive at the NOU and verification of all documentation will be done.
- c. Enrolment shall only be performed if the employee is in possession of the documentation identified in Paragraph 5.1.
- d. An employee cannot attend any training or evaluation sessions of the FFD process without having being enrolled on the FFD system.
- e. An employee shall not be allowed to attend any of the under mentioned FFD activities if he/she is not registered on the FFD system, had bookings made for, was issued with a Clearance for Access form, was enrolled and passed the documentation verification process.

### **5.2.2 Drug Test**

- a. All employees will be required to perform a drug test and shall be administered by a competent and appointed person as referred to in Management of Substance abuse in a workplace: 32-37. If a biological screening test is required, it must be conducted by an Occupational Health Practitioner as required by National Health Act, 2004.
- b. A confirmation drug test will be done as part of the final medical assessment at the NOU and should an employee fail the drug test they shall not be allowed to continue with the FFD process. They will be required to leave the NOU and be barred from the NOU for a period of 24 months if found to be positive.

### **5.2.3 Criminal Background Verification**

- a. All employees that apply for a security permit to access the Koeberg site shall be required to give consent to the NOU to verify their criminal background if this option is approved. This activity shall be performed at the NOU by NOU Security staff for South African citizens by taking a set of fingerprints and forwarding them to the South African Police Service for verification.
- b. South African citizens who obtain their criminal records directly from the South African Police Service shall only be required to provide the NOU with a set of fingerprints for enrolment purposes.
- c. Non South African citizens shall be required to provide proof of their criminal history from their country's law enforcement agency or Institute of Nuclear Plant Operators (USA citizens only) and shall be dated within 2 months of their entry into South Africa.
- d. Employees with a criminal background that is deemed to be a security risk to the NOU shall be denied access to the NOU as decided by the NOU owner.

### **5.2.4 Medical Assessment**

- a. Employees shall be required to report to the NOU Health Services section where a medical assessment will be performed to ensure that an employee is fit to perform the work specified in the OHS Person Job Specification form. Applicants must submit an OHS Person Job Specification and GA14 form prior to the medical assessment.

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- b. The Occupational Health Practitioner shall conduct the medical assessment to determine whether the employee meets the health requirements as stipulated in the OHS Person Job Specification.
- c. The employee shall be issued with a completed and signed Occupational Health Services GA14 form indicating whether he/she is fit or not fit to work at the NOU.

#### **5.2.5 Site Induction Training (SIT)**

- a. Employees that are required to perform work **outside the protected area of NOU** shall be required to complete the Site Induction Training (SIT) course before work may commence.
- b. The SIT course is designed for employees only performing work in the OCA and the LAA. Their security permits will not allow them access to the protected area of the NOU.
- c. Employees that do not successfully complete the SIT course shall not be allowed access to the NOU.

#### **5.2.6 Plant Induction Training (PIT)**

- a. Employees who are required to perform work **inside the protected area of NOU** shall be required to complete the Plant Induction Training (PIT) course before work may commence.
- b. Employees that do not successfully complete the PIT course shall not be allowed access to the NOU.
- c. Employees required to perform work in the intake basin shall be required to pass the PIT.

#### **5.2.7 Human Performance Training (HP)**

- a. The Human Performance (HP) Training has been incorporated into the FFD training and employee's that are required to work inside the protected area of the NOU shall complete the HP training component of FFD before work may commence.

#### **5.2.8 Foreign Material Exclusion Training (FME)**

- a. The Foreign Material Exclusion Awareness (FME) Training has been incorporated into the FFD training and employees that are required to work inside the protected area of the NOU shall also complete the TECHNICAL FME training component before work may commence.

#### **5.2.9 Radiation Worker Training**

- a. Employees are required to complete the required radiation worker training before access to radiation zones is considered.
- b. Failure to successfully complete the radiation training shall result in access to radiation zones being denied.

#### **5.2.10 Site Access Specific Training**

- a. The scope of each employee's work requirements shall be assessed by completing Appendix A as to determine whether additional training is required before work may commence.
- b. The employer/CM shall be required to identify the specific training needs of each employees or group of individuals based on the planned work scope and ensure compliance to the training requirements identified for the specific duties before access to the NOU shall be considered.

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- c. Additional training may include but is not limited to:
  - i. Working in confined spaces
  - ii. Working at heights and materials handling
  - iii. Technical foreign material exclusion
  - iv. Induction on asbestos awareness
  - v. Induction to basic rigging
  - vi. Supervisor training
  - vii. Clean conditions training

#### **5.2.11 E-Learning training**

- a. The FFD Site Rep will enroll the learner for a final assessment slot for each final assessment to be done on the FFD system. This final assessment will be performed at the E-learning facility at KTC or at the FFD center for the Radiation Workers Initial Training.
- b. The Barcoded form is required in order for the learner to be scanned in at KTC or FFD Centre by the admin clerk.
- c. The learner will complete the final assessment at the E-learning facility or FFD building. Please note that specified times allocated for the specific assessment slot. e.g. 8h00 to 10h00. If the learner has been booked for a specific slot and arrives late, their time will still end at 10h00. No one will be allowed to exceed their time slot, as someone else may have booked the next slot.
- d. Learners may still have two attempts at the assessment (Pass rate 80%) but it will have to be in the same allotted time slot. Alternatively they will have to book a new time slot for the second attempt.
- e. Second attempts will be as follows:
  - i. Assessment results between 70% and 80% - Immediate second attempt allowed (or new time slot booked for second attempt if not enough time left in current time slot)
  - ii. Assessment results between 60% and 70% - New time slot booked to do e-learning and second attempt.
  - iii. Assessment results less than 60% - Book on FFD system to redo Initial classroom training presented at KTC
- f. Once the learner has successfully completed the final assessment, they need to report to KTC or FFD Centre admin clerk where the administrators will scan the results in and provide learner with a "Competence Card" that he/she should keep with them at all times during the outage.

#### **5.2.12 Technical Assessments**

- a. Technical assessments shall be performed for employees who are required to perform work of a technical nature.
- b. The employer/CM shall be responsible to indicate the work scope that his/her employee will be required to perform at the NOU. The specifications of the work shall determine the type of assessment that shall be conducted.
- c. PIT + TECHNICAL FME shall be completed before a technical assessment will be conducted.
- d. It is a requirement that an employee is deemed to be competent and to be authorised to perform the work that they have been assessed for.

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- e. Employees that do not successfully complete the technical assessment shall not be allowed to perform work related to the identified work scope at the NOU.

#### **5.2.13 Final Acceptance**

- a. The final acceptance process shall be performed by the Security Group at the NOU.  
b. All FFD requirements shall be completed successfully before final acceptance is processed and a competence card and security permit is issued.

#### **5.2.14 Exit Procedure**

- a. The employer/CM, shall ensure that permit holders that no longer require access to site shall comply with the FFD exit procedure, namely:
- Permit holders must be issued with a barcoded form by the employer to perform the exit process.
  - All Radiation workers have to perform exit whole body count with RP Dosimetry on site.
  - All exit Medical examinations for contractors are to be done at the FFD Centre and for Eskom employees at the Site medical centre.
  - All employees to perform a final Security permit clearance at ACP-1 to ensure that access to the NOU is suspended.
- b. Failure to do so shall result in the employee being denied access to the NOU in future, and employers may not be considered for further contracts with Eskom.

#### **5.2.15 Liaison with Eskom Regarding the FFD Requirements**

- a. Any enquiries relating to the FFD requirements shall be through the Eskom appointed FFD coordinator or the CM (or his duly delegated representative) for the specific contract.

#### **5.2.16 Protection of Information**

- a. Eskom shall not disclose the personal information obtained through the FFD process to an unauthorised person.

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## 6. ACCEPTANCE

This document has been seen and accepted by:

<b>Name</b>	<b>Designation</b>
R Hendricks	Document Custodian
T Karsten	Radiation Protection Manager
V Sorensen	TTG Manager
CH Gous	Contract Management Manager
S Hlangu	Security Access Authorisation Officer
S Osman	Business Support Manager
D Kotze	Health and Wellness Manager (Acting)
SS Mabika	HR Operations Manager
Dr C Nombekela	Site Medical Practitioner

## 7. REVISIONS

<b>Date</b>	<b>Rev</b>	<b>Compiler</b>	<b>Remarks</b>
September 2013	1	JA Norman	This procedure supersedes KSA-109. This procedure specifies the Fitness for Duty process and requirements for employers who are required to perform work at Koeberg Nuclear Power Station.
March 2014	2	JA Norman	This revision adds the FFD requirements for the "limited work scope" category. This revision also changed the requirements that the employer shall comply with before an applicant is enrolled on the FFD system.
Mar 2019	3	R Hendricks	Full Review.
December 2020	4	R Behr	Full Review.
June 2021	5	R Behr	Full Review

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## APPENDIX A: APPLICATION TO REGISTER FOR THE KOEBERG FFD PROGRAMME

**The following documents, forms and activities selection have to be completed BEFORE an applicant is registered on the FFD system. An applicant with an incomplete list of information shall not be registered on the FFD system until ALL documents, forms and activities have been completed.**

### SECTION A: APPLICANT

(TO BE COMPLETED IN BLACK CAPITAL LETTERS BY THE APPLICANTS EMPLOYER)

First Names: \_\_\_\_\_ Surname: \_\_\_\_\_  
ID No.: \_\_\_\_\_ Passport No.: \_\_\_\_\_  
Non SA Citizen \_\_\_\_\_  
Contracting Company: \_\_\_\_\_ Position Contracted for: \_\_\_\_\_  
Contract No.: \_\_\_\_\_ Contract Start Date: \_\_\_\_\_  
Contract End Date: \_\_\_\_\_  
Site Agent: \_\_\_\_\_ Tel No.: \_\_\_\_\_  
Eskom Contract Manager: \_\_\_\_\_ Tel No.: \_\_\_\_\_

### SECTION B: COMPULSORY DOCUMENTATION

(APPLICANTS EMPLOYER TO INDICATE WHEN COMPLETE)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Original Identity Document or Passport. {A copy shall be included in this file}   |
| <input type="checkbox"/> | Work Permit {All non-South African citizens shall be in possession of an original work permit}                            |
| <input type="checkbox"/> | Residential Address {Proof of residential address shall be provided – not older than 3 months}                            |
| <input type="checkbox"/> | Curriculum Vitae (CV). {Shall be provided when required by Eskom}   |
| <input type="checkbox"/> | Criminal History Declaration {The declaration shall not be older than 2 months – 4 months for non-South African citizens} |
| <input type="checkbox"/> | Protection of Information {A non-disclosure agreement shall be signed by the applicant}                                   |
| <input type="checkbox"/> | Qualifications {Authenticated proof of qualifications shall be provided when required by Eskom}                           |
| <input type="checkbox"/> | Drug Test {This is part of the employer's pre-screening process}  |
| <input type="checkbox"/> | Health Assessment {Only for Non-South African Citizens}   |
| <input type="checkbox"/> | Health Declaration {Limited scope workers only}   |

### SECTION C: FFD PROCESSING AND BOOKINGS

(APPLICANTS EMPLOYER TO INDICATE WHEN COMPLETE)

- |                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Upload of Documentation :  | <input type="checkbox"/> | ID Document Verification   |
|                          |  | <input type="checkbox"/> | Proof of Address Verification  |
|                          |  | <input type="checkbox"/> | Criminal Record {if done externally} Verification                                    |
|                          |  | <input type="checkbox"/> | Work Permit Verification   |
| <input type="checkbox"/> | Security Permit Application-(KFS-SK-003) {This document shall be approved by Eskom}            |                          |  |
| <input type="checkbox"/> | Occupational Health Job Specification-(KFV-SR-004). {This document shall be approved by Eskom} |                          |  |
| <input type="checkbox"/> | Training requirements. {Attached - This document shall be approved by Eskom}                   |                          |  |
| <input type="checkbox"/> | Additional Documentation {if required}   | <input type="checkbox"/> | Asbestos Training Qualification {If required, A copy shall be included in this file} |
|                          |  | <input type="checkbox"/> | Basic Rigging Qualification { If required, A copy shall be included in this file}    |
|                          |  | <input type="checkbox"/> | Confined Space Qualification { If required, A copy shall be included in this file}   |
| <input type="checkbox"/> | FFD Bookings {FFD Representative to make all Required Bookings}                                |                          |  |

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I hereby confirm that the applicant has completed all the FFD pre-enrolment requirements and that all of the information supplied is true and accurate.

\_\_\_\_\_ *Print Name & Surname*

\_\_\_\_\_ *Signature*

\_\_\_\_\_ *CCYY/MM/DD*  
Date

SECTION D: TRAINING AND ASSESSMENT REQUIREMENTS		
<b>Indicate Type of Worker Below:</b>		
<b>OCA Worker</b>	<b>Office Worker</b>	<b>Plant Worker</b>
<b>Radiation Worker</b>		
<b>Brief description of work scope:</b>		
COMPULSORY COMPONENT	Required YES/NO (contract manager to tick if required)	Competence Verified (site agent to tick if verified)
SIT Training	COMPULSORY	
PIT Initial Training		
PIT Requalification Training		
HP Tools Initial Training		
HP Tools Requalification Training		
ADDITIONAL TRAINING REQUIREMENTS	Required YES/NO (contract manager to tick if required)	Competence verified (site agent to tick if verified)
Supervisory Programme		
FME Technical		
Radiation Worker Initial Training		
Radiation Worker Requalification Training		
Koeberg Induction to Confined Spaces		
Koeberg Induction to Basic Rigging		
Koeberg Induction to Asbestos Handling		
Materials Handling		
Working at Heights		

ASSESSMENT REQUIREMENTS			
<b>NOTE: Technical Assessments will not be conducted without required safety equipment.</b>			
MECHANICAL	Required YES/NO (contract manager to tick if required)	Competence Verified (site agent to tick if verified)	
Induction	COMPULSORY		
TAM General		Tools & Test Equipment	
		Fasteners & Locking Devices	
		Flanges & Gaskets	
		Pipes & Fittings	
Valves			
Pumps			
Mechanical Seals			
White Metal Bearings			
Other (Please Specify)			

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<b>MECHANICAL (MACHINING)</b>	<b>Required YES/NO (contract manager to tick if required)</b>	<b>Competence verified (site agent to tick if verified)</b>
Induction	COMPULSORY	
Tools & Test Equipment		
Turning		
Milling		
Surface Grinding		
Drilling		
Other (Please Specify)		
<b>FABRICATION/RIGGING</b>	<b>Required YES/NO (contract manager to tick if required)</b>	<b>Competence verified (site agent to tick if verified)</b>
Induction	COMPULSORY	
Boiler making		
Welding		
Pipe Fitting		
Rigger		
Other (Please Specify)		
<b>ELECTRICAL</b>	<b>Required YES/NO (contract manager to tick if required)</b>	<b>Competence verified (site agent to tick if verified)</b>
Induction	COMPULSORY	
General Electrical Fundamentals		
Transformers		
Motors		
6.6Kv Switchgear		
Test Equipment		
Other (Please Specify)		
<b>INSPECTION AND TEST</b>	<b>Required YES/NO (contract manager to tick if required)</b>	<b>Competence verified (site agent to tick if verified)</b>
Induction	COMPULSORY	
Ultrasonic Examination		
Radiography		
Penetrant Testing		
Magnetic Particle Testing		
Eddy Current Testing		
Visual Examination		
Safety Inspection		
Other (Please Specify)		

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MEASUREMENT, CONTROL AND INSTRUMENTATION	Required YES/NO (contract manager to tick if required)	Competence verified (site agent to tick if verified)
Induction	COMPULSORY	
Plant Instruments 1		
RGL (Reactor Control)		
RPN (Reactor Safety System)		
GSE (Turbine Safety System)		
GRE (Turbine Control)		
Mechanical Measurements (Supervisory Equipment)		
Other (Please Specify)		

**Additional Information:**


**SECTION E: CONTRACT SITE AGENT**

I hereby confirm that all the FFD pre-enrolment requirements have been completed according to the scope of work.

\_\_\_\_\_ CCYY/MM/DD  
*Print Name & Surname* *Signature* *Date*

**SECTION F: CONTRACT MANAGER**

I hereby confirm that all the FFD pre-enrolment requirements have been completed according to the scope of work.

\_\_\_\_\_ CCYY/MM/DD  
*Print Name & Surname* *Signature* *Date*

**SECTION G: FFD REPRESENTATIVE**

Registered on the FFD system                       Not registered on the FFD system  
 Completed FFD booking on system

Reason (if not enrolled on FFD system): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ CCYY/MM/DD  
*Print Name & Surname* *Signature* *Date*

**CONTROLLED DISCLOSURE**

## APPENDIX B: NOMINATION LETTER FOR FITNESS FOR DUTY SITE REPRESENTATIVE

This letter is to advise you that the below individual has been nominated to serve as our FFD Site Representative. He/she will assure you that the \_\_\_\_\_ (**Group Name**) is in full compliance with Fitness for Duty requirements. He/she have full authority to carry out all required FFD related duties.

<b>Name and Surname</b>	
<b>Unique no or ID no</b>	
<b>Email address</b>	
<b>Contact telephone number</b>	
<b>Department/Contractor/Supplier</b>	
<b>Group</b>	

**Mr/Ms xxxxx** has attend the necessary training and has the necessary expertise to perform the Fitness for Duty Site Representative duties.

<b>Name</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>
<b><i>Insert Name and Surname of the Site Reps Contracts Manager</i></b>			

### **ACKNOWLEDGEMENT OF NOMINATION**

Hereby I, \_\_\_\_\_ (**Full Name and Surname**) accept the nomination as FFD Site Representative for the above workplace.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### **CONTROLLED DISCLOSURE**

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